



Metro[™]

Los Angeles County
Metropolitan Transportation Authority

One Gateway Plaza
Los Angeles, CA 90012-2952

213.922.2000 Tel
metro.net

ADMINISTRATIVE INTERN

Enterprise Transit Asset Management
Transportation Planner or Engineer Intern

The Los Angeles County Metropolitan Transportation Authority (Metro) has an immediate opening for a paid, part-time (16 - 24 hrs/wk), year-round administrative intern in the Enterprise Transit Asset Management group of Risk Management. Looking for students interested in expanding their knowledge of transportation planning and engineering. This internship provides the student the opportunity to learn planning practices in the transportation industry, enhance computer skills, and get hands-on planning and engineering experience. Salary ranges from \$12.50-\$15/hr, depending on level of education.

JOB DUTIES: duties include, but are not limited to, the following:

- Assist with transit asset planning, project management, cost estimation and scheduling
- Assist with the development of Transit Asset Management (TAM) plans per FTA regulations
- Interface with stakeholders and public agencies
- Participate in research and data collection
- Assist with public presentations and workshops

QUALIFICATIONS:

- Knowledge of transit/transportation planning, project management, policy, engineering and/or design, production planning, advanced maintenance techniques, database programming/administration, cost estimating, financial analysis, statistical analysis
- Proficient with Microsoft Windows Office
- Strong written and communication skills
- Strong research skills
- Ability to work with minimal supervision and dedication to complete assigned jobs
- Proficiency in Geographic Information System and Adobe Suite programs preferred, but not required

EDUCATION AND EXPERIENCE

Potential candidates interested in this position **MUST** meet the following minimum requirements:

- Full-time student
- Upper division undergraduate students or graduate students
- Preferred majors in Urban Planning, Engineering, Economics, Architecture, Business Administration, Computer Science, Information Systems, or an equivalent combination of related education and experience are encouraged to apply.

TO APPLY

Email cover letter and resume to Ms. Avital Shavit at shavita@metro.net.